## **Time Approval & Rejection**

**Purpose**: These instructions are to show in detail how to approve time and leave for the direct staff.

**Example**: The Director needs to approve time and leave for his/her direct report, Middle Manager 2.

The direct supervisor may make approvals Thursday evening and/or Friday depending upon if the agency has shift employees. Employees will submit their timecard by the end of their shift on Thursday as they will not report time worked in advance. To view the employee timecard for approval or rejection the supervisor will click on the **Time** bookmark.

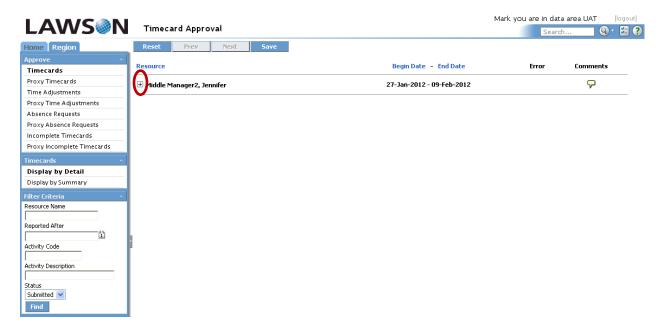


The supervisor will click on the **Time Approval** link.

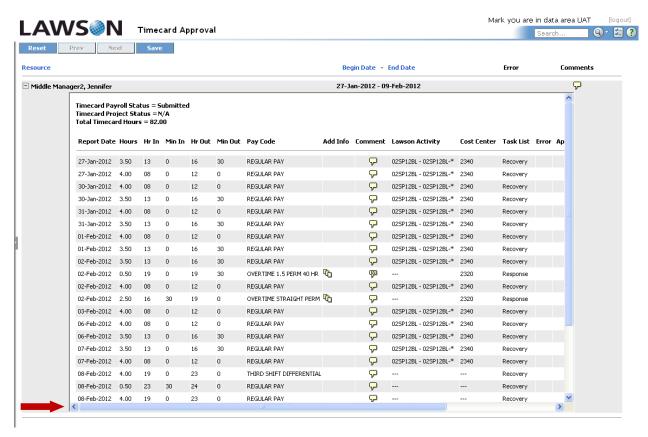


Updated: 9/25/2012 10:37 AM

The supervisor will see the direct reports timecard under Timecard Approval Resource. To view the timecard the employee will click on the plus symbol next to the employee's name.

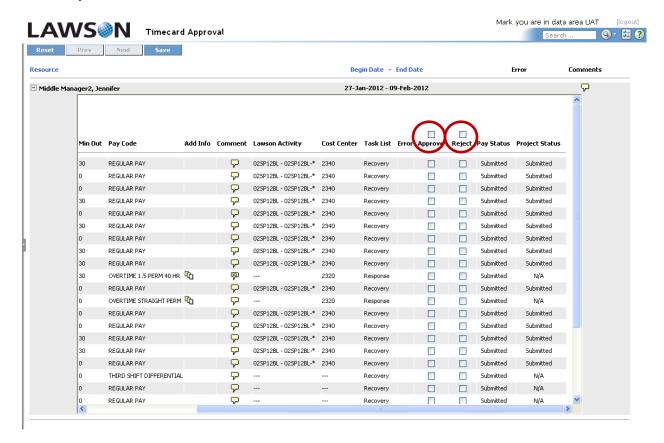


Because there are many fields on this particular timecard in order view the entire card you will have to use your mouse and pull the bar to the right at the bottom of the screen.



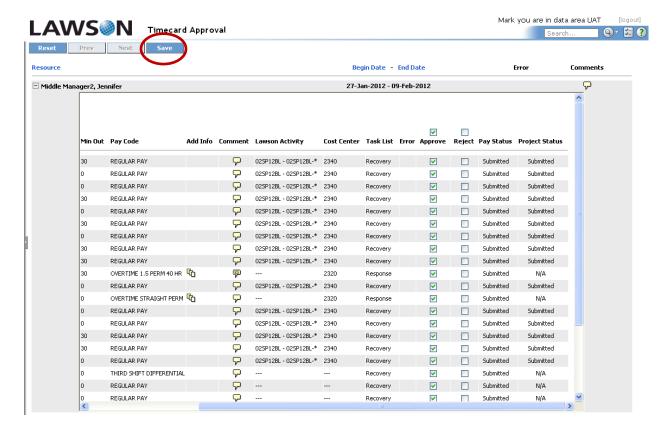
Updated: 9/25/2012 10:37 AM

By clicking the **approve** or **reject** box at the top of the column you may approve or reject all the timecard entries for the entire pay period. You may also click the approve box and then check individual lines to reject.



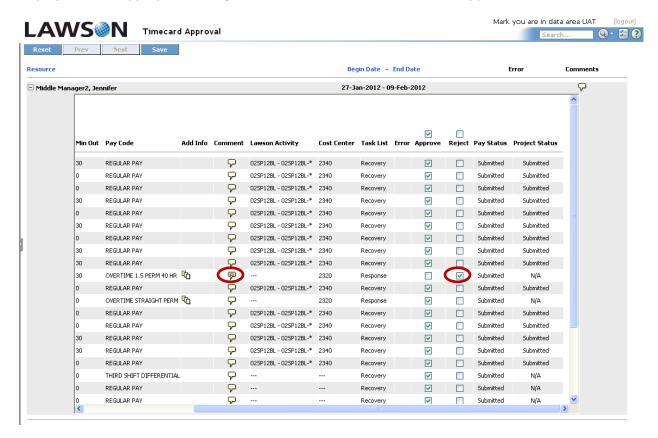
Updated: 9/25/2012 10:37 AM

If the supervisor were approving the entire timecard they would select approve and click Save.



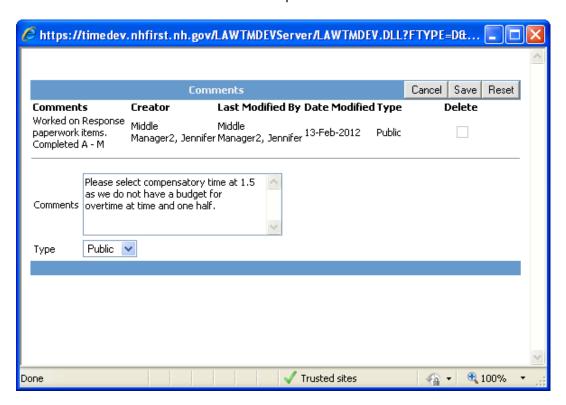
Updated: 9/25/2012 10:37 AM

If the supervisor needs to reject a single line they would click on the **reject** box within the timecard. When rejecting time the supervisor will want to click on the **comment** icon to send a message back to the employee. In addition contacting the employee by phone and/or e-mail is necessary to ensure the employee makes appropriate changes in the timecard and resubmits it for approval.



Updated: 9/25/2012 10:37 AM

The supervisor should type the message, click **Save** and X out to close the comment box. The supervisor should then click on the Save button at the top of the screen.

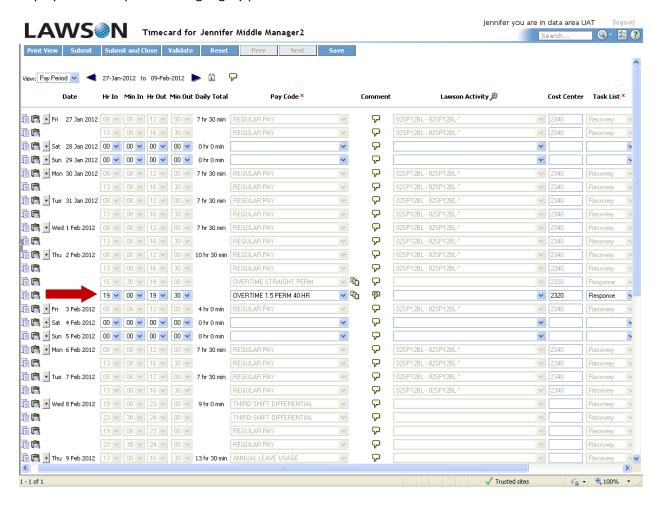


This is what the supervisor will see once the timecard is partially approved, rejected and saved.



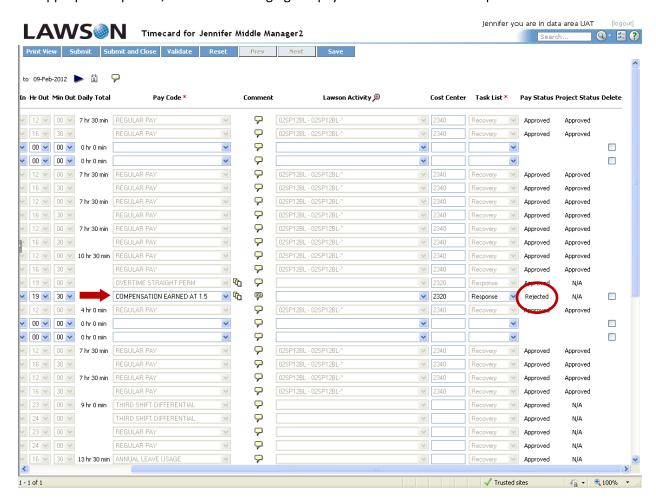
Updated: 9/25/2012 10:37 AM

When a supervisor rejects a line the employee will see this line within their timecard as editable. It displays in darker print. The light grey print is not editable.



Updated: 9/25/2012 10:37 AM

The employee will see the line noted as **Rejected**. The employee would read the comment and make the appropriate updates, in this case changing the pay code from overtime 1.5 perm 40 hr to



After submitting and closing the employee **Confirms**.

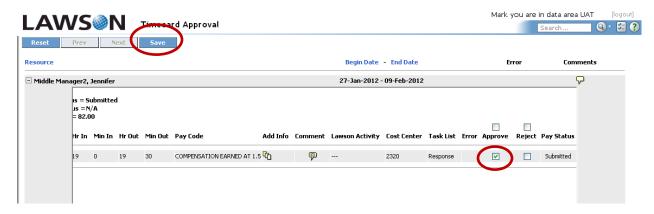


Updated: 9/25/2012 10:37 AM

When the supervisor goes back into the employees timecard in order to approve the one line this is what they see.



To approve the line the supervisor clicks **approve** and **save**.



After approval of the changed line this is what the supervisor will see.

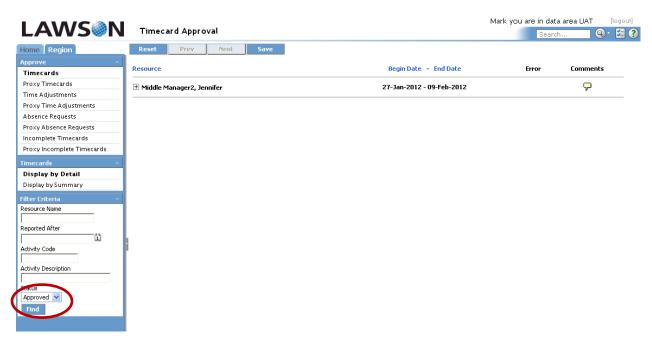


Updated: 9/25/2012 10:37 AM

Please note the Time Approval area with the *Filter Criteria* Status showing as **Submitted** no longer displays the timecard.

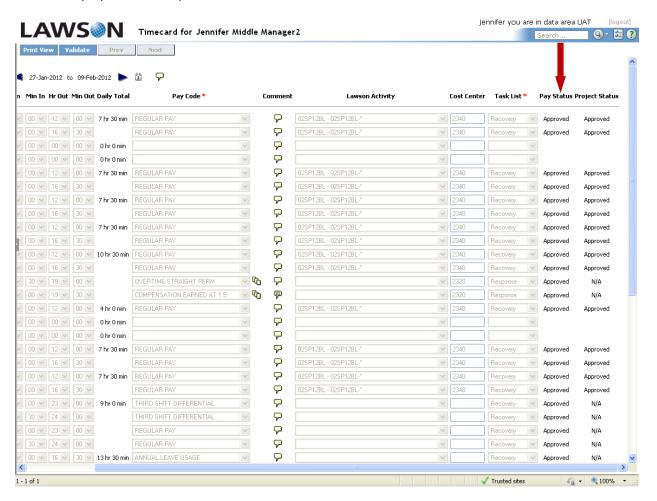


When the supervisor changes the status to **Approved** and clicks on **Find** the approved timecard will now be viewable. By clicking on the plus sign the supervisor can view the individual lines.



Updated: 9/25/2012 10:37 AM

The employee's timecard now displays a *Pay Status* of **Approved**. The Project Status should be disregarded at this time. Presently Time Management supports the direct supervisor approval route which is displayed under Pay Status.



Updated: 9/25/2012 10:37 AM